



LEROY D. BACA, SHERIFF

County of Los Angeles
Sheriff's Department Headquarters
4700 Ramona Boulevard
Monterey Park, California 91754-2169
A Tradition of Service



November 05, 2013

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

Dear Supervisors:

**APPROVE THE PLACEMENT OF MR. JAMES B. COPELAN TO
THE POSITION OF DIRECTOR, BUREAU OPERATIONS
(ALL DISTRICTS) (3 VOTES)**

SUBJECT

The Los Angeles County Sheriff's Department (Department) requests your approval of a salary step placement for a Management Appraisal Performance Plan (MAPP) appointee not currently employed by Los Angeles County (County).

IT IS RECOMMENDED THAT THE BOARD:

Authorize the Department's immediate placement of Mr. James B. Copelan to the position of Director, Bureau Operations (Director), Advocacy Bureau (Bureau), Internal Investigations Division (IID), on Tier II, Salary Range S14, at an annual salary of \$161,592.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

A Director is a manager of a major Department support service. As such, Directors are leaders of the management team at their unit/bureau and are responsible for all unit/bureau functions and operations. Directors set the operational philosophies of their unit/bureaus to ensure the needs and goals of the Department and their staff are met to the highest degree possible.

The duties of this classification include communicating and enforcing the policies and procedures of the Department, directing the analysis of existing Departmental policies, programs, systems and procedures as they relate to personnel discipline, civil litigation, and investigations.

Duties specific to the position of Director for the Bureau include: communicating and enforcing the policies and procedures of the Department, supervising and evaluating subordinates, documenting the performance of subordinate personnel, providing guidance, mentoring, and/or counseling subordinates whose performance demonstrates a need for intervention, maintaining discipline, determining and submitting their Bureau's proposed budget for succeeding fiscal years, and ensuring compliance with established operational standards and correcting deficiencies in a timely manner.

Mr. Copelan is well qualified for the position of Director based upon his extensive experience and background. Mr. Copelan holds a Bachelor of Arts and a Master of Science degree, as well as a Juris Doctorate from Pepperdine University. As a member of the State Bar of California, Mr. Copelan has extensive experience as a practicing attorney advising and representing clients on legal matters. Mr. Copelan is currently a Court Commissioner with the Los Angeles Superior Court, a position he has held since 1994. As a Court Commissioner, Mr. Copelan presides over and adjudicates civil, small claims, traffic, family law, and criminal felony and misdemeanor cases, as well as presiding over arraignments, pretrial disposition conferences, probation violation hearings, and trials. Mr. Copelan has developed and implemented courtroom process improvements and procedures, and has demonstrated a strong ability to manage, organize, conduct and control court proceedings. Mr. Copelan's relative experience includes the development and management of international and domestic business enterprises.

The Department requests that the Board approve the placement of Mr. Copelan to the position of Director.

Implementation of Strategic Plan Goals

This recommendation is consistent with the County's Strategic Plan, Goal 1, Operational Effectiveness, maximizing public services by hiring an experienced advocate who has the expertise, as well as leadership knowledge and ability to effectively lead and manage the Bureau.

FISCAL IMPACT/FINANCING

Funding for this position exists within the Department's budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In compliance with County Code Section 6.08.385(A) – (Tier II establishment of step placement upon appointment), the Department requests that Mr. Copelan be appointed to the position of Director, Bureau Operations, Bureau, IID, on Tier II, Salary Range S14, at an annual salary of \$161,592 or \$13,466 per month. This salary is recommended based on Mr. Copelan's extensive experience and the role and responsibilities he will be assuming in the capacity of Director.

This Board letter has been reviewed by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

This action will help to ensure the Bureau continues to operate at the level of efficiency and professionalism required to provide timely legal advice and support to the Department, IID, Internal Affairs Bureau, and Internal Criminal Investigations Bureau. This action will have no negative impact on current services.

CONCLUSION

As Director, Mr. Copelan will report directly to IID Chief Roberta Abner, and be responsible for managing the Bureau and leading the Bureau's management team. More specifically, Mr. Copelan will be responsible for all the Bureau's functions and operations. Mr. Copelan will be responsible for ensuring the Bureau effectively and efficiently fulfills their duties and responsibilities in meeting the needs and goals of the Department.

Upon Board approval, please return two adopted copies of this letter to the Department's Administrative and Training Division for processing.

Sincerely,

A handwritten signature in blue ink, appearing to read "Leroy D. Baca". The signature is fluid and cursive, with the first name "Leroy" being more prominent than the last name "Baca".

LEROY D. BACA
Sheriff

LDB:RJS:rjs